

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za.
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be accompanied by form new Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications and ID document (these copies need not be certified). Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 15/143** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2022/40**
Branch: Administration (Office of the Chief Operations Officer)
- SALARY** : R1 269 951 per annum (Level 14), all inclusive- salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
A Bachelor's in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.
- DUTIES** : The successful candidate will: To render human resource management and development services in the department: Render human resource planning and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector

capacity: Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management: Provide management advisory and organisational design service, ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with / or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

ENQUIRIES : Adv Adam Masombuka Tel No: 012 309 3888
NOTE : Coloured Male/ Female, White Male, African Female, Indian Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Human Resources Management and Development"

POST 15/144 : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2022/41**
 (Branch: Administration (Office of the Chief Operations Officer)
 Chief Directorate: Corporate Support

SALARY : R1 073 187 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)
REQUIREMENTS : A recognised NQF level 7 qualification in Security Risk Management / Safety and Security Management as recognized by SAQA and SMS pre-entry certificate coupled with relevant Security Management course offered by State Security Agency and SAMTRAC training certificate with 6 – 10 years security working experience of which five years must be at senior management or middle management level in practical security management and strategic leadership environment. Authority (PSIRA). Grade A Security Training and registration with Private Security Industry Regulatory (PSIRA). Valid South African driver's licence. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience. Knowledge of the MISS, MPSS and other relevant and applicable security legislation and regulations. Understanding of technological emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS). Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organisational relationship and conflict management skills. Detection. Analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Computer Literacy.

DUTIES : Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting

process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and manage security policy, administrative and organizational functions as per NKP requirements. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security.

ENQUIRIES : Ms Carmen Coetzee Tel No: (012) 309 3493
NOTE : African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Security Services"

POST 15/145 : **DIRECTOR: PARLIAMENTARY AND STRATEGIC SUPPORT (CAPE TOWN) REF NO: DOT/HRM/2022/42**
 Branch: Office of the Director-General
 Chief Directorate: Office of the Director-General
 Directorate: Parliamentary and Strategic Support

SALARY : R1 073 187 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 7 qualification in Public Administration/ Management with a minimum of 5 years relevant experience on MMS level- Proven track record in strategic management. Knowledge and experience of Parliamentary & legislative processes. Political awareness and familiarity with broad lines of government policy. Knowledge and experience of stakeholder management. Note: The following will serve as a recommendation: Ability to liaise effectively with senior politicians, senior government officials and transport sector stakeholders. Ability to manage external consultants. Project management skills. Excellent Communication skills. Excellent writing and editing skills. Computer literacy. Service delivery. Change Management. Financial Management, PFMA.

DUTIES : The successful candidate will: Manage, coordinate and facilitate the flow of information and documentation within the Office of the DG in Cape Town. Provide support with the tabling of the Annual report and the Strategic plan to Parliament. Apply quality control on all documents before presenting them to the DG. Keep track of documents /referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the DG. Receive and refer documentation to relevant managers in the Department. Manage Parliamentary processes. Manage parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the DG, take note of resolutions and compile reports. Attend all parliamentary meetings by officials from DOT/public entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Provide liaison support with Ministry and the Department in Cape Town. Provide an efficient and effective support system in the ODG. Draft submissions, letters, and routine communication. Develop presentations, if and when required. Refer correspondence and enquiries to the relevant persons in and outside of DOT. Act as information officer and respond to enquiries from the public. Provide logistical support at all DG's meetings. Manage the DG's diary in CT & Manage projects instructed by the DG. Prepare meeting packs for the DG. Provide

administrative support to the DG. Management of stakeholder relations. Develop the stakeholder Plan/Strategy/framework for the Department. Manage the implementation of the stakeholder plan/strategy/framework. Manage stakeholder liaison and relations within Transport sector, agencies and other departments. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the ODG. Establish and maintain governance and administrative system's continuity within the work of the Directorate. Manage the compilation of the annual report and strategic plan of the Directorate. Manage the planning, organising and delegation of work. Provide support during October Transport month, Budget vote, other parliament and stakeholder related events etc.

ENQUIRIES
NOTE

- : Ms. F. Nhangombe Tel No: (012) 309 3514
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. " Parliamentary and Strategic Support "